



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JANUARY 11, 2006**

1. The meeting was called to order at 5:02 p.m.
2. **ROLL CALL:** Members Avonnet Peeler, Michael Rich, Michael Robles-Wong, Roberto Rocha, William J. Smith, and Executive Secretary Karen Willis.

ABSENT: None.

STAFF PRESENT: Jill Kovacs, Senior Management Analyst, & Marsha Merrick, Executive Assistant, Human Resources.

OTHERS IN ATTENDANCE: Marion Miller, ACEA President.

Before moving in to the regular agenda items, an enthusiastic welcome was made to new member Avonnet Peeler that included staff and board introductions. Executive Secretary Willis announced that this would be the last Civil Service Board meeting that Ms. Merrick would be attending due to her transfer to another department. Ms. Willis also announced to the board that there would be a new ACEA President as of the end of January 2006.

3. **MINUTES:** The minutes of the regular meeting of October 12, 2005 were presented for board approval. Member Smith moved to accept, Member Rich seconded, and carried by a 5-0 vote.
4. **CONSENT CALENDAR:** Member Smith made a motion to accept the Consent Calendar as presented, seconded by member Rich and carried by a 5-0 vote.

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 2005:

4-A ELIGIBLE LISTS ESTABLISHED:	DATE ESTABLISHED
Accounting Technician	12/15/05
Accounting Technician (Promotional)	11/09/05
Cable Head-End Technician	10/13/05
Fire Captain (Promotional)	10/12/05
Information Systems Network Analyst	11/10/05
Jailer	10/20/05
Park Maintenance Worker	12/15/05
Program Specialist II - Transportation	10/13/05
Safety Officer	11/16/05
Utility Distribution Technician	10/18/05

4-B ELIGIBLE LISTS EXTENDED: DATE ESTABLISHED

Electrical Helper	11/20/04
Emergency Medical Services Education Coordinator	04/13/05
Executive Assistant	10/22/04
Firefighter/Paramedic (Entry & Lateral levels)	12/14/04
Intermediate Clerk	04/12/04
Police Officer (Recruit level)	05/11/05
Senior Account Clerk	05/19/05

4-C ELIGIBLE LISTS EXPIRED/CANCELLED: DATE ESTABLISHED

Assistant Line Superintendent	11/17/04
Associate Civil Engineer (Land Development & Transportation)	06/14/05
CATV Line Technician (Cable Technician III)	11/17/04
City Engineer	12/02/04
Community Development Program Manager (Promotional)	04/28/05
Development Coordinator (Promotional)	05/10/05
Distribution Engineer	05/18/05
Electrical Engineer	05/17/05
Fire Apparatus Operator (Promotional)	10/01/03
Inventory Control Clerk	06/08/05
Office Assistant	10/17/03
Police Captain (Promotional)	12/08/03
Police Officer (Academy Graduate & Lateral levels)	05/11/05
Program Specialist I – Alternative Modes	11/03/04
Program Specialist I – Solid Waste/Recycling Services	11/03/03
Public Safety Dispatcher	06/02/05
Public Works Maintenance Foreperson (Promotional)	11/19/03
Public Works Superintendent	11/26/03
Senior Fleet Mechanic	12/10/03
Stock Clerk	06/07/05
Storekeeper (Promotional)	04/21/05
Telecommunications Engineer	05/12/05

4-D LIST OF SPECIFICATIONS:

Building Official (Revised)
Facilities Maintenance Worker (Revised)
Plan Check Engineer (New)

5. REGULAR AGENDA ITEMS

- The Activity Report for September 1, 2005 through November 30, 2005 was reviewed.
- A list of positions requiring professional certifications was presented for the board's review per a request made at the October 2005 meeting by Member Rich. This related to the subject of Eligible Lists and how the City certifies candidates to departments. After a bit of discussion, staff was directed to revise the list showing only positions requiring multi-year degrees or certificates that would be required upon hire, and to have the modified list ready by the April 2006 meeting.
- The result of a board proposal to modify Civil Service language regarding Procedure on Appeals was shared. Staff had encountered no opposition from City officials or Union representatives to the proposed language. Roberto Rocha moved to revise the language as presented, Member Smith seconded and carried by a 5-0 vote. Staff will revise and distribute the rules accordingly.

While discussing revision of Civil Service Rule language, Member Peeler asked some questions regarding revision of language contained in the Civil Service Ordinance. Of particular concern was the EEO language that is a bit out of date. Executive Secretary Willis explained that it is a different matter to change ordinance language and that it would require an act of City Council to do so. Staff will investigate exactly what would be involved to make this type of change, and communicate that procedure to the board.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

None

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

Board Chair Michael Robles-Wong took the opportunity to officially congratulate Member Peeler for joining their esteemed board. Member Peeler expressed her pleasure at the appointment.

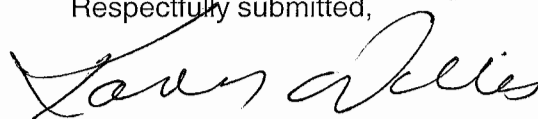
8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

- Position Reinstatement Letters - two reinstatement letters were presented to the board for acceptance. Marion Miller, ACEA President, presented some background information on the letter pertaining to her bargaining unit member.
- Position Reclassification Memos – two reclassification memos were presented to the board for approval. Member Robles-Wong had some questions regarding the Golf re-class, which staff member Jill Kovacs readily answered.

Member Rocha moved to accept both the reinstatement letters and reclassification memos, Member Peeler seconded, and carried by a 3-0 vote. (NOTE: Members Rich and Smith had other engagements and departed just prior to this vote.)

9. Chair Robles-Wong asked for a motion to adjourn, which was provided by Member Rocha, Member Peeler seconded, and carried by a 3-0 vote. There being no further business to come before the Board, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,



Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board